STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



Department of Labor and Training

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Gina M. Raimondo Governor Scott R. Jensen Director

WORKFORCE INVESTMENT NOTICE: 15-08

TO: WORKFORCE INVESTMENT AREAS

FROM: David Tremblay, Administrator-State Workforce Investment Office

SUBJECT: Tracking Non-Low Income Youth

DATE: December 1, 2015

- **1. PURPOSE.** To issue policy and procedures regarding tracking the enrollment of non-low income youth into Workforce Innovation and Opportunity Act (WIOA) programs.
- 2. REFERENCE. WIOA Section 129(3)
- 3. **ACTION REQUIRED**. WIOA (Section 129(3)) allows for a limited number (no more than 5% in each local area) of other-wise eligible youth who are not low income to enroll in the WIOA Youth program.

In order to avoid potential questioned costs regarding the enrollment of non-low income youth participants, the Department of Labor and Training has instituted the following process to track the number of participants enrolled in accordance with that section of the law.

Effective immediately, each local area is to notify SWIO when a determination has been made to enroll a non-low income youth. This notification will take the form of an email sent to the SWIO program monitor. The message must include the individual's EmployRI unique identifier, the amount of the total family income for the previous six-months, the identified barrier and the name of the person making the determination.

On a monthly basis, the SWIO program monitor will run a detailed case management report in EmployRI to verify that no additional individuals have been enrolled under the exception and to track the total number of participants against the number and percentage of those enrolled under the exception. The path to follow to run the report is:

- Detailed Reports
- Case Management
- Case Load WIOA
- WIOA Youth
- 5% Exception
- Program = WIOA
- Region / LWIA = None Selected
- Program Year = 2014

Below is a screenshot of the resulting report:

WIOA Enrolled Youth As 5% Exception/Limitation

- Program Year: 07/01/2014 - 06/30/2015

‡						
Region/LWIA	Youth Group	Total Enrolled	No. of Exception	% of Exception	No. of Limitation	% of Limitation
Workforce Partnership of Greater RI Workforce Solutions of Providence/Cranston	In School	<u>125</u>	0	0.00%	0	0.00%
	Out School	<u>350</u>	<u>3</u>	0.86%		
	Youth Formula:	<u>475</u>	<u>3</u>	0.63%		
Workforce Solutions of Providence/Cranston	In School	<u>125</u>	1	0.80%	0	0.00%
	Out School	<u>149</u>	0	0.00%		
	Youth Formula:	<u>274</u>	1	0.36%		
‡						
Region/LWIA	Youth Group	Total Enrolled	No. of Exception	% of Exception	No. of Limitation	% of Limitation
	All Youth Enrollment Total:	749	4	0.53%		

By clicking on the hyper-linked numbers, more detailed information regarding the participants (such as State ID, Name, Office, Case Manager, Enrollment Date, Exit and Closure Dates, Exception or Limitation) will appear. Here is a screenshot:

WIOA Enrolled Youth As 5% Exception/Limitation - Detailed Report

- LWIA/Region: Workforce Partnership of Greater RI - Program Year: 07/01/2014 - 06/30/2015 - Youth Group: Out School - 5% Youth

‡	‡	‡	\$	‡	\$	\$	‡	‡	‡
State ID	Name	App ID	Res. Office	Assigned Staff	Youth Enrolled Date	Case Closure Date	Exit Date	As 5% Exception	As 5% Limitation
411628	AMMAR, HAILEY	560764	Woonsocket Youth Center	Sheeky, Steven	03/11/2014	03/10/2015	03/10/2015	Yes	
432474	SAVIENGSACK, GENNEDEE	557946	Woonsocket Youth Center	Olsen, Elizabeth	04/06/2015			Yes	
432852	GARNEAU, BRITTANY	562400	Woonsocket Youth Center	Olsen, Elizabeth	04/10/2015			Yes	
‡	\$	‡	\$	‡	\$	\$	\$	\$	\$
State ID	Name	App ID	Res. Office	Assigned Staff	Youth Enroll Date	Case Closure Date	Exit Date	As 5% Exception	As 5% Limitation
Total: 3									

The limi	e monitor will revi	iew the results	and notify the I	ocal area if t	hey are approa	ching the 5% exceptio	n
4.	INQUIRIES. Q Investment Office	uestions conce ce Administrator	erning this WIN r at 462-8812.	l may be di	rected to the S	state Workforce	